

**MEETING TO BE
LIVE STREAMED AT
www.youtube.com/channel/UC8i0yw7Ihozymgo4N68jJdg/live**

**AGENDA FOR A BUSINESS SESSION MEETING
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP
WEST WINDSOR MUNICIPAL BUILDING
271 CLARKSVILLE ROAD
TO THE EXTENT KNOWN**

April 27, 2026

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice – January 23, 2026 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration

Update from the West Windsor Parking Authority
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings

2026-12 AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR, CHAPTER 168 "TRAFFIC AND PARKING," ARTICLE VI, "PARKING AUTHORITY PROPERTY," SECTION 168-39. GENERAL REGULATIONS, SECTION 168- 40. DEFINITIONS, SECTION 168-41. PERMIT PARKING, SECTION 168-43. TIME LIMIT PARKING, SECTION 168-44. HANDICAPPED PARKING, SECTION 168-51. ENFORCEMENT, AND SECTION 168-55 PERMIT PARKING

11. Consent Agenda

A. Resolutions

B. Minutes

March 9, 2026- Closed Session – As Amended

March 30, 2026- Business Session – As Amended

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

- 2026-R091 Resolution Supporting State Funding For The Reopening and Replacement Of The Clarksville Road Bridge
- 2026-R092 Authorizing the Appointment of Bindi Patel to Fill the Unexpired Term as Member of the Affordable Housing Committee with a Term to Expire on January 14, 2027
- 2026-R093 Authorizing the Mayor and Clerk to Execute a Contract with All Phase Consulting Corp. for the Project Known as the West Windsor Township WaterWorks Toilet and Kitchen Renovations - \$162,250.00
- 2026-R094 Authorizing Utilization of an Online Payment Processor, MuniPay, for the Purpose of Electronic Collection and Reporting of Health Department Fees
- 2026-R095 Authorizing the Mayor and Clerk to Execute Amendment No. 1 with Remington & Vernick Engineers for Professional Engineering and Land Surveying Services for the Preparation of Construction Documents for Harris Road, from Clarksville Road to Alexander Road, for an Increase of \$20,195.00 for a Total not to Exceed \$142,040.00
- 2026-R096 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Roberts Engineering Group for Professional Engineering and Land Surveying Services for the Preparation of Surveys and Bid Documents for the Cranbury Road Sidewalks -Phase 3 Program - \$85,500.00
- 2026-R097 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Roberts Engineering Group for Professional Engineering and Land Surveying Services for the Preparation of Surveys and Bid Documents for the 2025 Annual Road Improvement Program - \$86,000.00

2026-R098 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Van Cleef Engineering Associates to Provide Professional Engineering and Land Surveying Services for the Preparation of Survey and Bid Documents for the Village Road West Improvement Project - \$36,000.00

2026-R099 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Jeffrey C. Grosser, MPH for Temporary Health Officer Services

14. Introduction of Ordinances
15. Additional Public Comment (15 minutes comment period; three-minute limit per person)
16. Council Reports/Discussion/New Business
17. Administration Updates
18. Closed Session
19. Adjournment

REQUEST FOR COUNCIL ACTION

Date of Request: April 2, 2026

Initiated By: Marlena A. Schmid **Division/Department:** Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY: An Ordinance Amending and Supplementing the Code Of The Township of West Windsor, Chapter 168. "Traffic And Parking," Article VI, "Parking Authority Property," Section 168-39. General Regulations, Section 168- 40. Definitions, Section 168-41. Permit Parking, Section 168-43. Time Limit Parking, Section 168-44. Handicapped Parking, Section 168-51. Enforcement, and Section 168-55. Permit Parking.

The West Windsor Parking Authority ("Parking Authority") is recommending several changes to Chapter 168, including the above referenced sections to update the Code to allow for more efficient and effective parking enforcement in Permit Parking Areas established by the Parking Authority within the Township of West Windsor. They are as follows:

1. The Parking Authority uses License Plate Recognition scanning technology ("LPRST") to ensure commuters' motor vehicles are parked in the parking lot or parking area they have paid parking permits for or paid the fee parking fee designated by parking lot or parking areas. Parking Authority parking enforcement officers LPRST devices require display of a "visible license plate" on the motor vehicle in order for parking enforcement officers to quickly determine whether there are potential parking offenses. The addition of this requirement and a new fine allows for more efficient and effective parking enforcement. A new mechanism to sanction commuters with license plates that are not visible to or obstruct the LPRST is a \$35.00 fine.
2. The Parking Authority finds it necessary to establish a mechanism to collect the correct parking fee in effect at parking lots designated for daily parking from commuters who pay the parking fee but have inadvertently or intentionally parked the vehicle in the incorrect parking lot, otherwise known as zone errors. This is to account for the price between permitted zones is different and administered through different agencies (Parking Authority and NJ Transit). Violators will be fined \$35.00.
3. The Parking Authority finds it necessary to expand the definition of "mobile payment" options to provide flexibility for use of similar payment systems available for parking management operations.

Chapter 168-51. Enforcement. Same is amended to include penalties for parking summons because the \$75.00 fine was inadvertently omitted from a previous amendment to the ordinance. The \$75.00 has been in effect; it is shown in the Township of West Windsor Municipal Court Local Supplemental Violations Bureau Schedule - Part 1 – Traffic Section – Designated Offenses. It is on file with the Municipal Court Administrator.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Ordinance and West Windsor Parking Authority Memorandum date 11/24/2025

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

Date

APPROVED FOR AGENDA OF: _____

By: Marlena A. Schmid 04/07/2024
Marlena Schmid, Business Administrator

MEETING DATE: 4/13/26 **Ordinance #** 2026-12 **Resolution #** _____

Council Action Taken:



**Offices @ 64 Windsor Plaza
Suite 24**

**P.O. Box 58
Princeton Junction, NJ 08550**

November 24, 2025

The West Windsor Parking Authority is proposing revisions of Parking Ordinances to the town council to allow for more effective parking enforcement at Princeton Junction Train Station. The ordinances will allow the Parking Authority to enforce a violation for failing to ensure a license plate is visible to the enforcement License Plate Recognition (LPR), zone errors (paying for parking in the wrong parking lot), and to expand the mobile payment definitions to allow for an expansion of mobile payment options beyond the current Parkmobile app.

Our enforcement officers are currently facing three challenges daily.

1. In addition to the 'visible license plate' requirement being listed on the front page of our website, we have numerous signs posted in ALL lots that a driver must ensure that their license plate is visible to the drive aisle. Many high end vehicles (such as Tesla's and some sports cars) often only have a rear license plate. Some states, like Pennsylvania, also only have a rear license plate. When these commuters park, to allow themselves a convenient fast exit, they often pull through a double-parking space, which means their vehicle is NOT displaying a license plate to our cameras. As we use LPR technology, our officers must stop for each vehicle not showing a plate. They must exit their patrol vehicle, walk around the car and then manually enter the license plate information into our system to determine if the commuter is parked legally. We are only periodically giving warnings to those who do not show their license plate. Currently, the prosecutor will dismiss any ticket for this infraction as we do not have an ordinance on it.
2. During COVID, many employers allowed some type of remote working. Many commuters gave up their quarterly permits and chose to park daily. We opened all our lots for daily parking. As some lots are owned by WWPA and others by NJT, we need different lot numbers for the various lots. The lot numbers are posted both on the website and throughout each lot. In the past, all daily parking was \$7 a day. When a commuter used the wrong lot number, we gave a warning and then we manually had to adjust the revenue to either WWPA or NJT. Now, daily pricing varies in each lot ranging from \$7 a day to some lots costing \$15 per day (on T/W/T) based on demand. If a person selects a \$7 zone BUT parks in a \$15 zone, we can only transfer the \$7 between NJT/WWPA. We have no mechanism to collect the \$8 balance owed on the parking space. The Prosecutor will not allow us to issue a ticket since there is no ordinance on this.
3. Currently, per our existing ordinances, we only use ParkMobile as an online paying option for a daily spot. Commuters can also still use our pay stations which are only in NJT lots. Both options carry varying convenience fee charges. We continue to explore other online payment options for daily spots which might lead to lower convenience fees. We must adjust the current ordinance to allow for this option.

Currently all violations carry a fee of \$75. For the TWO newly proposed violations (failure to show license plate and selecting the incorrect zone, we would suggest a lower fee. Possibly \$35 or \$40). The court will keep \$11.50 of every ticket. For the wrong zone selection, WWPA might lose \$8 of revenue on each daily parker on T/W/T when pricing is at a premium in Wallace.

<http://www.westwindsorpa.com> <mailto:info@westwindsorpa.com>

Office: 609.799.3130

Fax: 609.799.3634

AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR, CHAPTER 168 "TRAFFIC AND PARKING," ARTICLE VI, "PARKING AUTHORITY PROPERTY," SECTION 168-39. GENERAL REGULATIONS, SECTION 168- 40. DEFINITIONS, SECTION 168-41. PERMIT PARKING, SECTION 168-43. TIME LIMIT PARKING, SECTION 168-44. HANDICAPPED PARKING, SECTION 168-51. ENFORCEMENT, and SECTION 168-55. PERMIT PARKING

WHEREAS, the West Windsor Parking Authority ("Parking Authority") has recommended changes to portions of Chapter 168 of the Township Code of West Windsor, Traffic and Parking, that will allow for more effective parking enforcement in Permit Parking Areas established by the Parking Authority within the Township of West Windsor ("Township," "West Windsor"); and

WHEREAS, the Parking Authority has determined the use of License Plate Recognition scanning technology for the collection of parking fees from commuters requires a "visible license plate" displayed on the vehicle in order for parking enforcement officers to determine potential violators and therefore the necessity to create a new mechanism by which to sanction those with license plates that are not visible to or obstruct the License Plate Recognition scanning technology; and

WHEREAS, the Parking Authority has to establish a mechanism for the collection of the correct parking fee in effect at parking lots designated for daily parking from commuters who pay the parking fee but have inadvertently or intentionally parked the vehicle in the incorrect parking lot, otherwise known as zone errors; and

WHEREAS, the Parking Authority has determined an expansion of the definition of "mobile payment" options is warranted to provide flexibility the Parking Authority needs for use of similar payment systems available for parking management operations.

BE IT ORDAINED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, as follows:

Section 1. Chapter 168 of the Code of the Township of West Windsor, “Traffic and Parking,” Article VI, “Parking Authority Property,” is amended by adding or amending the following language. Language in brackets and [] is being deleted and in bold and underlined is being added.

§ 168-38. Parking allowed in accordance with regulations.

Lawful parking on premises owned, leased or operated by the Parking Authority of the Township of West Windsor shall be allowed in accordance with the regulations prescribed herein.

§ 168-39. General regulations.

- A. Parking shall be permitted only in those areas designated for parking by appropriate lines identifying the spaces and/or within a designated space or stall. Parking shall be prohibited in all other areas.
- B. Parking shall require either an unexpired permit, duly issued by the Parking Authority or payment of a parking fee as prescribed by the West Windsor Parking Authority through local ordinance. **[Amended 8-26-2024 by Ord. No. 2024-23]**

§ 168-40. Definitions. [Amended 6-26-2017 by Ord. No. 2017-24]

As used in this article, the following terms shall have the meanings indicated:

LICENSE PLATE RECOGNITION (“LPR”) — Scanning technology device used by authorized parking enforcement officers to scan license plates on vehicles that are parked on premises owned and/or managed by the West Windsor Parking Authority. A database of information is created based on the information provided by parking customers when registering vehicles, and LPR allows enforcement officers to quickly identify unauthorized and/or unregistered vehicles on these premises. Signs shall be posted advising those who use the parking lots of the use of this scanning technology and that their use is conditioned upon acceptance of such technology and compliance with same.

PERMIT PARKING — The West Windsor Parking Authority will rely upon a customer's registration of his or her vehicle, including license plate number and other identifiers. Parking enforcement officers shall use LPR scanning technology to determine whether vehicles parked in "Permit Parking only" areas are authorized and registered to do so. **[Amended 8-26-2024 by Ord. No. 2024-23]**

DRIVE AISLE

Vehicular pathways within a parking lot that allows for circulation of traffic to and from parking spaces or stalls.

§ 168-41. Permit Parking. [Amended 4-19-1999 by Ord. No. 99-07; 10-29-2012 by Ord. No. 2012-18]

- A. Permit Parking area(s) established. There shall be various permit parking areas established by the West Windsor Parking Authority. These permit parking areas shall consist of the areas, streets or parts of streets and municipal parking lots described in the plan on file in the West

Windsor Township Clerk's Office, with the West Windsor Parking Authority and with the West Windsor Police and New Jersey Department of Transportation, which shall include all permit parking areas owned and/or managed by the West Windsor Parking Authority which are hereby made a part of this chapter and incorporated herein by reference; provided, however, where an emergency or temporary condition is declared by the Township, all rules and regulations set forth hereinafter shall be subject to such changes as shall be provided.

- B.** Operation and use; permit parking areas. No person shall park a vehicle in any space or stall in the areas established by this article unless: **[Amended 6-26-2017 by Ord. No. 2017-24]**
- (1) A parking permit has been issued by the West Windsor Parking Authority for the designated vehicle whose designation shall be by motor vehicle registration and is kept on file with the West Windsor Parking Authority; or
 - (2) The vehicle has been properly registered with the West Windsor Parking Authority such that the vehicle's license plate is visible and can be scanned to positively identify it as "permitted" or authorized to park in certain areas using the LPR scanning technology. **[Amended 8-26-2024 by Ord. No. 2024-23]**
- C.** Persons who are authorized to park in designated off-street parking facilities owned and/or managed by the West Windsor Parking Authority shall park **their vehicle in such a way that the vehicle's license plate is visible to the drive aisle** to allow for effective scanning and identification by the LPR scanning technology. Parking permits are not transferable to other vehicles unless authorized, in writing, by the West Windsor Parking Authority. The vehicle must be parked in such a manner that the license plate remains clearly visible from the access/drive isle for enforcement purposes. The vehicle's license plate must also be clearly visible and unobstructed at all times while parked in such a designated permit zone. N.J.S.A. 39:3-33 provides that license plates must be "plainly visible at all times." **[Amended 6-26-2017 by Ord. No. 2017-24]**
- D.** A person accepting parking privileges for a motor vehicle on property owned and/or managed by the West Windsor Parking Authority shall be subject to all rules, regulations, amendments and decisions issued or promulgated by the West Windsor Parking Authority and/or the Township of West Windsor, not to mention State traffic and parking rules. Parking on premises owned and/or managed by the West Windsor Parking Authority by an unauthorized or unregistered motor vehicle in violation of the rules and regulations or amendments hereunder shall be in violation of this article and shall be subject to fines and/or penalties promulgated by the West Windsor Parking Authority and/or the Township of West Windsor and the State of New Jersey.
- E.** A person parking a vehicle that does not have a current valid and unexpired parking permit issued by the West Windsor Parking Authority must purchase a daily parking permit. This person can park in parking lots that have signage designating the lot as allowing daily parking. The person, upon parking their vehicle, must pay for the full parking session at either a Paystation located in the parking lot areas or using the Parkmobile app (available for download on most Apple or Android devices app store) **or similar identified payment application**. There must be an active and valid daily parking session for the entirety of the time the person's vehicle is parked on property owned and/or managed by the West Windsor Parking Authority. **[Added 8-26-2024 by Ord. No. 2024-23]**
- F.** A person parking with a valid parking permit must obey posted signage for their parking area.

INTENTIONALLY LEFT BLANK DUE TO TRACK CHANGES

§ 168-42. (Reserved)**§ 168-43. Time limit parking. [Amended 6-26-2017 by Ord. No. 2017-24]**

At all times the time limit on parking is 20 minutes maximum at Wallace Circle and Station Circle parking spaces. Violation of this time limit shall be grounds for the issuance of a \$75.00 parking summons under this Ordinance.

§ 168-44. Handicapped parking.

Handicapped parking spaces are those shown on the plan (Exhibit A) on file as noted above in § 168-41A. Penalties for violation of illegally parking in a handicapped space shall be enforced by state statute N.J.S.A. 39:4-197(3)(c) and any other relevant State Statutes regarding same.

§ 168-45. Employee parking.

Employee parking areas are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

§ 168-46. Taxi stand.

Taxi stand areas are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

§ 168-47. Bus stop.

Bus stops are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

§ 168-48. Stop intersections.

Stop intersections are established and located as shown on the plan (Exhibit) A on file as noted above in § 168-41A.

§ 168-49. One-way directions.

One-way directions are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

§ 168-50. Speed limits. [Added 12-27-1988 by Ord. No. 88-48]

A. The speed limits for both directions of traffic along the following roadways are hereby established:

Name of Street	Direction	Speed (mph)	Location
Vaughn Drive	Both	30	Entire length

B. All other roadways and parking areas: 15 miles per hour, entire length.

§ 168-51. Enforcement.

This article shall be enforced by the Township Police Division and such other persons as may be appointed by the Mayor to issue summonses for violations of this article. Unless otherwise stated herein, the penalties for a parking summons as set forth within this Ordinance shall be \$75.00.

§ 168-52. Form of summonses.

The summonses issued under this article shall be in the form of the uniform traffic ticket or such other summonses as may be designated by the Director of the Division of Motor Vehicles of the State of New Jersey as the uniform traffic ticket.

§ 168-53. Removal of vehicles.

In addition to the issuance of summonses as provided herein for the violation of this article, the Township Police Division and such persons as are designated special policemen to enforce the terms of this article shall have the right to have automobiles parking in violation of this article towed from the off-street parking facilities operated by the Parking Authority of the Township, with the costs of towing and storage thereafter to be the sole responsibility of the owner of the vehicle.

§ 168-54. Parking enforcement officers.

The Mayor may appoint such persons designated by the Parking Authority of West Windsor for such purpose as special police officers in the Township, whose powers and authority shall be confined exclusively to the off-street parking premises owned and operated by the Parking Authority of the Township, with full power and authority to issue summonses for violations of this article. Such appointments shall conform to the requirements, terms and conditions of N.J.S.A. 40:11A-22 et seq.

§ 168-55. Permitted parking.

Parking shall be permitted only in those areas designated for parking by appropriate lines identifying the spaces and within a designated space or stall. Parking shall be prohibited in all other areas. To the extent an individual parks their vehicle in the incorrect zone or wrong lot according to their permit, they may be fined \$35.00 for each such session, as the price between permitted zones is different and administered through different agencies. Likewise, to the extent that a vehicle's license plate is not visible and unobstructed from access/the drive isle and cannot be scanned to positively identify it as "permitted" or authorized to park in certain areas using the LPR scanning technology the owner of the vehicle may be issued a fine of \$35.00 for each such instance.

Section 2. Repealer, Severability, and Effective Date.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Council hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

INTRODUCTION:
PUBLIC HEARING:
ADOPTION:
MAYOR APPROVAL:
EFFECTIVE DATE:

§ 168-4. Violations and penalties. [Amended 12-8-1980 by Ord. No. 81-01; 4-19-1999 by Ord. No. 99-07]

Penalties for violation of this chapter shall be as provided in Chapter 1, General Provisions, Article II, Penalty, § 1-3.

4898-9601-8070, v. 1

RESOLUTION SUPPORTING STATE FUNDING
FOR THE REOPENING AND REPLACEMENT OF THE CLARKSVILLE ROAD BRIDGE

- WHEREAS, the Clarksville Road Bridge (CR 638) in West Windsor was ordered closed by the New Jersey Department of Transportation on November 2, 2025 due to severe structural deterioration; and
- WHEREAS, the bridge is a major regional artery carrying approximately 15,000 vehicles daily and its closure has caused significant public safety, traffic, school transportation, and economic impacts for West Windsor, Plainsboro, and surrounding communities; and
- WHEREAS, emergency response times have substantially increased, residential streets have experienced heavy congestion, and local businesses—particularly those along the Clarksville Road corridor—have suffered devastating revenue losses; and
- WHEREAS, This major artery has been recognized as crucial by leaders at all levels of government, who have written letters and passed resolutions supporting quick action to reopen it; and
- WHEREAS, the bridge has been closed for **over five months** and no work has commenced to either repair or replace it, despite the bridge having already been designated as structurally deficient and slated for full replacement under NJDOT’s Preliminary Preferred Alternative adopted by the Township Council in 2022; and
- WHEREAS, the State Budget is now under consideration and must include sufficient funding to support both the immediate reopening of the existing bridge and the full engineering and construction of its permanent replacement.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Council of West Windsor Township urge the Governor and the New Jersey Legislature to allocate adequate funding in the current State Budget and future State Budgets to:

1. Support NJDOT’s efforts to reopen the Clarksville Road Bridge as quickly as possible through temporary or emergency measures; and
2. Fully fund the expedited design and construction of the planned replacement bridge.

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Governor, the Commissioner of NJDOT, federal and state legislators representing West Windsor, state legislators currently on assembly or senate budget committees, Mercer County Executive and Board of Commissioners, and the President of Amtrak, as set forth in the list attached hereto.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April, 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, there is a vacancy for a Member on the Affordable Housing Committee to fill the unexpired term of Eileen Murphy; and

WHEREAS, Bindi Patel is currently serving as an Alternate II on the Affordable Housing Committee; and

WHEREAS, Bindi Patel has expressed an interest in serving on the Affordable Housing Committee; and

WHEREAS, it is recommended that Bindi Patel be appointed to fill the unexpired term of Eileen Murphy which expires on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Bindi Patel to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Affordable Housing Committee appointment:

Bindi Patel	Member	Term to Expire 1/14/2027
-------------	--------	--------------------------

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day April, 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor needs to resurface the bathrooms and concession stand floors and rehabilitate the bathroom sinks and shower fixtures at West Windsor WaterWorks; and

WHEREAS, said contract was put out to public bid and the following bids were received and opened on Friday, March 27, 2026; and

WHEREAS, the Township has received eight (8) qualified bids from the following bidders:

<u>No.</u>	<u>Company</u>	<u>Bid Value</u>
1	All Phase Consulting Corp.	\$162,250.00
2	AG Berenato	\$178,900.00
3	RAM Construction	\$243,900.00
4	White Rock Corp.	\$268,000.00
5	Santorini Construction	\$300,000.00
6	JH Williams Enterprises	\$307,400.00
7	Abhzeen Design Inc.	\$498,880.00
8	Global Construction Contractors Inc.	\$693,000.00

(chart sorted by base bid value)

WHEREAS, Township staff have reviewed the bids and determined that the lowest responsible and responsive bid was submitted by All Phase Consulting Corp.; and

WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said contract are available in the following accounts:

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
Swimming Pool Complex-General Improvements	405-2023-09-041	\$62,439.29
Swimming Pool Complex-General Improvements	405-2024-18-036	\$97,723.00
Swimming Pool Complex General Improvements	405-2025-10-035	\$2,087.71

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township West Windsor that the contract for the West Windsor Township WaterWorks Toilet and Kitchen Renovations project be awarded to All Phase Consulting Corp, 224 Second St., Perth Amboy, NJ 08861 and the Mayor and Clerk are authorized to execute said contract.

Adopted: April 27th 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026.

Allison D. Sheehan
 Township Clerk
 West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 9, 2026

Initiated By: John V. Mauder Division/Department: Finance

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Approval of a resolution authorizing utilization of an online payment processor, MuniPay, for the purpose of electronic collection and reporting of Health Department fees. This payment tool is at no cost to the Township. During a transaction MuniPay calculates a convenience fee (set forth in the attached proposal) and assesses it to the citizen's account.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

MuniPay Credit Card Processing Proposal.

S:\AGENDA INBOX: Municipal Online Payment Processor

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder April 9, 2026
Department/Division Head Date

APPROVED FOR AGENDA OF: April 27, 2026

By: Marlena A. Schmid 04/21/2026
Marlena A. Schmid, Business Administrator

**** PLEASE NOTE ** DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 4/27/26 Ordinance # _____ Resolution # 2026-2094

Council Action Taken:

RESOLUTION

WHEREAS, N.J.A.C. 5:30-9.1 et seq. permits municipalities to accept electronic receipts transactions such as credit cards and debit cards as a means of collecting municipal obligations; and

WHEREAS, the Township of West Windsor desires to provide citizens with a payment tool specifically Health Department fees; and

WHEREAS, the pricing structure established in the Proposal is a \$1.50 for on ACH payments and 2.65% or a minimum of \$2.00 per credit card transaction and said charges will be posted on the Township website; and

WHEREAS, the Township will not incur any fees associated for offering this payment method since a convenience fee is assessed to the citizen's account during an on-line transaction.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer and State of New Jersey hereby authorizes the utilization of MuniPay for the purpose of electronic collection and reporting of Health Department fees.

BE IT FURTHER RESOLVED, John V. Mauder, Township Chief Financial Officer is hereby authorized to execute an Agreement between the Township of West Windsor and MuniPay.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 13, 2026

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of Contract Amendment No. 1 for professional services with Remington & Vernick Engineers to provide professional engineering and land surveying services for the preparation of construction documents for Harris Road, from Clarksville Road to Alexander Road. The Township Engineer has reviewed and endorsed the attached contract amendment order for Remington & Vernick Engineers. The project will provide design of additional improvements to the roadway beyond milling and overlay of the existing pavement.

SOURCE OF FUNDING:

Original Contract Amount

Roadway Improvements	405-2020-14 013	\$ 3,356.51
Roadway Improvements	405-2021-14 012	\$ 7,395.87
Roadway Improvements	405-2022-08 014	\$111,092.62
Account Title	Account Number	Amount

ADDITIONAL SOURCE OF FUNDING:

Roadway Improvements	405-2022-08 014	\$20,195.00
----------------------	-----------------	-------------

CONTRACT AMOUNT:

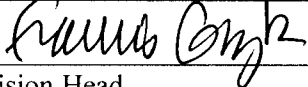
Original Contract Amount:	\$121,845.00
Contract Amendment #1:	\$ 20,195.00
Total Contract Amount:	\$142,040.00

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:


Resolution	Engineer Memo	Amendment to Agreement for Professional Services
Certification of Funds		Resolution 2025-R190
Letter of Proposal (Exhibit A)		Map

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW


4/14/26

Department/Division Head Date

APPROVED FOR AGENDA OF: April 27, 2026

By:  04/21/2026

Marlene Schmid, Business Administrator

MEETING DATE: 4/27/26 Ordinance # _____ Resolution # 2026-1295

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor required professional engineering and land surveying services for the preparation of surveys, traffic studies and bid documents for the Annual Road Improvement Program; and
- WHEREAS, Remington & Vernick Engineers, was awarded a Professional Services Agreement on September 8, 2025 (Resolution 2025-R190), for the total contract amount of \$121,845.00; and
- WHEREAS, there is a need for additional work to provide preparation of preliminary engineering and design and construction documents for improvements to Harris Road; and
- WHEREAS, Remington & Vernick Engineers of additional services for improvements to Harris Road for \$20,195.00 for a total revised contract amount of \$142,040.00; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said contract are available in the following account:
- | | | |
|-------------------------------------|-----------------|-------------|
| Bicycle and Pedestrian Improvements | 405-2022-08 014 | \$20,195.00 |
|-------------------------------------|-----------------|-------------|
- WHEREAS, said Amendment #1 to the Agreement for Professional Services has been reviewed by the Township Engineer and he recommends it be executed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- 1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, Amendment #1 to the Agreement for Professional Engineering Services with Remington & Vernick Engineers for an amount not to exceed \$20,195.00.
- 2) This Agreement is awarded without competitive bidding as authorized pursuant to N.J.S.A. 40A:11-5(1)(a) by the Local Public Contracts Law because the aforesaid services are professional in nature.
- 3) All other terms and conditions of the Agreement with Remington & Vernick Engineers dated September 8, 2025 remain in full force and effect.
- 4) The executed copy of the revised Agreement between the Township and Remington & Vernick Engineers and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April, 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 9, 2026

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Roberts Engineering Group to provide professional engineering and land surveying services for the preparation of survey and bid documents for the Cranbury Road Sidewalks - Phase 3, which will extend sidewalk along Cranbury Road (CR 615) from Van Nest Park to Rabbit Hill Road and the Trolley Line Trail. The project will also evaluate and design sight distance improvements at the intersection of Rabbit Hill Road with Cranbury Road. West Windsor Township solicited and received three (3) proposals from engineering firms for this work. Roberts Engineering provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Roberts Engineering.

SOURCE OF FUNDING:

<u>Bicycle and Pedestrian Improvements</u>	<u>405-2022-08 011</u>	<u>\$85,500.00</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$85,500.00

CONTRACT LENGTH: 120 days from initiation of work

OTHER SUPPORTING INFORMATION ATTACHED:

- | | | |
|-------------------------------------|-----------------------------------|----------------------------|
| Resolution | Affirmative Action Contract | Proposal – Exhibit A |
| Political Contribution Disclosure | Certification of Funds | Business Entity Disclosure |
| Professional Services Agreement | Stockholder Disclosure | Engineer’s Memorandum |
| Business Registration Certification | Certificate of Information Report | |

COMPLETE AND READY FOR ADMINISTRATOR’S REVIEW

Francis Guzik 4/14/2026

Department/Division Head Date

APPROVED FOR AGENDA OF: April 27, 2026

By: Marlena Schmid 04/21/2026

Marlena Schmid, Business Administrator

MEETING DATE: 4/27/26 Ordinance # _____ Resolution # 2026-2096

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor has a need to acquire professional engineering services; and
- WHEREAS, Roberts Engineering Group, has submitted a proposal dated March 18, 2026 indicating they will provide professional engineering and land surveying services for the preparation of surveys, designs and bid documents for the Cranbury Road Sidewalks - Phase 3 Program; and
- WHEREAS, Roberts Engineering Group, has indicated a 150-day performance period and the total amount of \$85,500.00 for the aforesaid services; and
- WHEREAS, the Township wishes to enter into a Professional Services Agreement with Roberts Engineering Group; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Bicycle and Pedestrian Improvements	405-2022-08 011	\$85,500.00
-------------------------------------	-----------------	-------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with Roberts Engineering Group, with a 150-day performance period from the date of project initiation, for an amount not to exceed \$85,500.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services and land surveying services pursuant to its proposal dated March 18, 2026. The Agreement may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be posted on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement between the Township and Roberts Engineering Group and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 9, 2026

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Roberts Engineering Group to provide professional engineering and land surveying services for the preparation of survey and bid documents for the 2025 Annual Road Improvement Program including improvements at Berkshire Drive, Suffolk Lane, Priory Road, Haverford Road, Blackhawk Court, Clausen Court, Lincroft Lane, Braemar Drive, Park Hill Terrace, Sleepy Hollow Lane, Partridge Run, Britt Court, Greene Court, Alice Road, and Horace Court. West Windsor Township solicited and received six (6) proposals from engineering firms for this work. Roberts Engineering provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Roberts Engineering.

SOURCE OF FUNDING:

Account Title	Account Number	Amount
Roadway Improvements	405-2022-08 014	\$86,000.00

CONTRACT AMOUNT: \$86,000.00

CONTRACT LENGTH: 120 days from initiation of work

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Affirmative Action Contract	Proposal – Exhibit A
Political Contribution Disclosure	Certification of Funds	Business Entity Disclosure
Professional Services Agreement	Stockholder Disclosure	Engineer’s Memorandum
Business Registration Certification	Certificate of Information Report	

COMPLETE AND READY FOR ADMINISTRATOR’S REVIEW

Francis Guzik 4/16/26
Department/Division Head Date

APPROVED FOR AGENDA OF: April 27, 2026

By: Marlena A. Schmid 04/21/2026
Marlena Schmid, Business Administrator

MEETING DATE: 4/27/26 Ordinance # _____ Resolution # 2026-2097

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor has a need to acquire professional engineering services; and
- WHEREAS, Roberts Engineering Group, has submitted a proposal dated February 23, 2026 indicating they will provide professional engineering and land surveying services for the preparation of surveys, designs and bid documents for the 2025 Annual Road Improvement Program; and
- WHEREAS, Roberts Engineering Group, has indicated a 120-day performance period and the total amount of \$86,000.00 for the Agreement; and
- WHEREAS, the Township wishes to enter into a Professional Services agreement with Roberts Engineering Group, for the aforesaid services; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following line item appropriation account:

Roadway Improvements	405-2022-08 014	\$86,000.00
----------------------	-----------------	-------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with Roberts Engineering Group, with a 120-day performance period from the date of project initiation, for an amount not to exceed \$86,000.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services pursuant to its proposal dated February 23, 2026. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement between the Township and Roberts Engineering Group and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 10, 2026

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Van Cleef Engineering Associates to provide professional engineering and land surveying services for the preparation of survey and bid documents for the Village Road West Improvement Project – Sterling Road to Quakerbridge Road. West Windsor Township solicited and received four (4) proposals from engineering firms for this work. Van Cleef Engineering Associates provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Van Cleef Engineering Associates.

SOURCE OF FUNDING:

<u>Roadway Improvements</u>	<u>405-2022-08 014</u>	<u>\$36,000.00</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$36,000.00

CONTRACT LENGTH: 120 days from initiation of work

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Affirmative Action Contract	Proposal – Exhibit A
Political Contribution Disclosure	Certification of Funds	Business Entity Disclosure
Professional Services Agreement	Stockholder Disclosure	Engineer’s Memorandum
Business Registration Certification	Certificate of Information Report	

COMPLETE AND READY FOR ADMINISTRATOR’S REVIEW

Francis Guzik 4/14/2026
Department/Division Head Date

APPROVED FOR AGENDA OF: April 27, 2026

By: Marlena A. Schmid 04/21/2026
Marlena Schmid, Business Administrator

MEETING DATE: 4/27/26 Ordinance # _____ Resolution # 2026-12098

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering services; and

WHEREAS, Van Cleef Engineering Associates, has submitted a proposal dated March 10, 2026 indicating they will provide professional engineering and land surveying services for the preparation of surveys, designs and bid documents for the Village Road West Improvement Project – Sterling Road to Quakerbridge Road; and

WHEREAS, Van Cleef Engineering Associates, has indicated a 120-day performance period and the total amount of the Agreement is \$36,000.00; and

WHEREAS, the Township wishes to enter into a Professional Services agreement with Van Cleef Engineering Associates for the aforesaid services; and

WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Roadway Improvements	405-2022-08 014	\$36,000.00
----------------------	-----------------	-------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, a Professional Services Agreement with Van Cleef Engineering Associates, with a 120-day performance period from the date of project initiation for an amount not to exceed \$36,000.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services pursuant to its proposal dated March 10, 2026. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement between the Township and Van Cleef Engineering Associates and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: April 17, 2026

Initiated By: Kerry E. Giblin

Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Approval of a resolution authorizing the Clerk and Mayor to sign and execute a Professional Services Agreement with Jeffrey C. Grosser, licensed Health Officer, to provide temporary interim health officer coverage as required by the New Jersey Local Health Services Act (N.J.S.A. 26:3a2-21, et. seq.).

SOURCE OF FUNDING:

105-21-248 Board of Health – Public Health Services

CONTRACT AMOUNT:

\$2,000.00 per month

CONTRACT LENGTH: start 5/1/2026 through 12/31/2026

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Memo
Professional Services Agreement

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Kerry Giblin Department/Division Head 4/23/26 Date

APPROVED FOR AGENDA OF: April 27, 2026

By: Marlena Schmid 04/23/2026
Marlena Schmid, Business Administrator

MEETING DATE: April 27, 2026 Ordinance # _____ Resolution # 2026-2049

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor is responsible by law for the protection of public health and wishes to continue to provide the necessary and appropriate health services to its residents in conformance with the Local Health Services Act (N.J.S.A. 26:3a2-21, et. seq.); and
- WHEREAS, administration of essential health services is statutorily required to be managed by a health officer as licensed in the State of New Jersey; and
- WHEREAS, the Township of West Windsor is temporarily without a licensed health officer, and Jeffrey C. Grosser, MPH, licensed Health Officer, is willing to provide the Township of West Windsor with the interim support of a licensed health officer; and
- WHEREAS, the Township wishes to enter into a Professional Services agreement with Jeffrey C. Grosser, MPH, licensed Health Officer for the aforesaid services.
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Board of Health-Public Health Services	105-21-248	\$16,000.00
--	------------	-------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, a Professional Services Agreement with Jeffrey Grosser, licensed Health Officer, who shall be designated the Health Officer for West Windsor Township to carry out a program of public health services in conformance with the Local Health Services Act (N.J.S.A. 26:3a2-21, et. seq.). The Health Officer shall provide the Township with a program to meet the activities described in the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey (N.J.A.C. 8:52-1.1, et. seq.) and shall assist the Township in meeting all requirements set forth in these "Practice Standards."
- (3) A notice of this action shall be published on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement between the Township and Jeffrey C. Grosser, and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: April 27, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 27th day of April 2026.

Allison D. Sheehan
Township Clerk
West Windsor Township